

Macomb County Circuit Court Fax Filing Cover Sheet**Fax to 586-408-6027**

Pleadings will be filed the day they are received if the last page is received before 4:30pm, Monday – Friday, excluding holidays. If the last page is received after 4:30pm, it will be deemed filed on the next business day.

DO NOT send your faxed documents through the mail. Doing so would cause delays.

This fax filing service is for filing of pleadings with the clerk's office only.

We are unable to hand deliver non-pleadings to other departments.

<p style="text-align: center;">Filer's Information</p> <p>Name: _____</p> <p>Mailing Address: _____</p> <p>City, State, Zip: _____</p> <p>Day Phone Number: (_____) _____ - _____</p> <p>Day Fax Number: (_____) _____ - _____</p>	<p style="text-align: center;">Case Information</p> <p>Case Number: ____ - ____ - ____</p> <p style="text-align: center;">To look up case number, go to http://macombcountymi.gov/clerksoffice</p> <p style="text-align: center;">Parties Involved</p> <p>Plaintiff: _____</p> <p>vs.</p> <p>Defendant: _____</p> <p>Including cover sheet, how many pages are being faxed? _____</p>
<p style="text-align: center;">Fee (check all that apply)</p> <p><input type="checkbox"/> Civil or Domestic Case Filing Fee \$150</p> <p><input type="checkbox"/> Jury Demand Fee \$85</p> <p><input type="checkbox"/> Motion Fee..... \$20</p> <p><input type="checkbox"/> Writ of Garnishment/Execution/Judgment Debtor's Exam Subpoena \$15</p> <p><input type="checkbox"/> Appeals To Circuit Court \$150</p> <p><input type="checkbox"/> Appeal From Circuit Court..... \$25</p> <p><input type="checkbox"/> Reinstatement Fee..... \$15</p> <p><input type="checkbox"/> Drivers License Restoration Fee..... \$45</p> <p><input type="checkbox"/> Judgement and Order Entry Fee – Support \$40</p> <p><input type="checkbox"/> Judgement and Order Entry Fee – Custody and/or parenting time \$80</p>	<p style="text-align: center;">Payment Information</p> <p>Type of credit card being used:</p> <p><input type="checkbox"/> VISA</p> <p><input type="checkbox"/> MasterCard</p> <p><input type="checkbox"/> Discover</p> <p><input type="checkbox"/> American Express</p> <p>_____ - _____ - _____ - _____</p> <p>Credit card number</p> <p>Expiration date: ____ / ____</p> <p>I authorize the Macomb County Clerk's Office to charge me up to \$_____.00 for the items I have selected, plus \$2.00 fax filing fee.</p> <p>_____</p> <p>Cardholder name (Please Print)</p> <p>_____</p> <p>Cardholder signature (REQUIRED)</p>
<p style="text-align: center;">Copies</p> <p>Would you like a date-stamped copy of the first page of each pleading mailed back to you? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>*You are responsible for making copies of subsequent pages since you already have them in your possession.*</p> <p>If you are opening a new case, how many sealed copies of the summons would you like mailed back? _____</p> <p>If you are filing a motion, would you like a copy forwarded to the Judge? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If your case involves minor children, would you like a copy forwarded to Friend of the Court? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

NOTE TO FILERS:

- All filers will be charged a \$2.00 fax filing fee.
- The faxed copy received by the Clerk's Office will be deemed the original document.
- When filing garnishments, be sure to include the request for garnishment, instructions, and proof of service as part of your fax.

For a copies of this form or other forms call:

888-99-CLERK (888-992-5375)

Out of Michigan: call 310-575-5035

This form is document # 5205

A complete listing of forms is document #1

For help completing this form

Phone (586) 469-5351

Fax (586) 408-6027

Fax The Cover Page to 586-408-6027
Instructions for filing Macomb County Circuit Court documents via fax

By choosing to file documents with the Macomb County Circuit Court via fax, you are PRE-AUTHORIZING the Macomb County Clerk's Office to charge your credit card the amounts listed on the fax filing cover sheet.

To file Macomb County Circuit Court documents:

1. You **must** send the fax filing cover sheet with your fax.
2. If you are faxing any two-sided documents, be sure to send **both sides** of the document in your transmission.
3. Use a dark colored pen to complete the entire **Filer's Information** section.
4. Check the box(es) of the document(s) you are filing in the **Fee** section.
5. Answer all applicable questions in the **Copies** section.
6. Complete the **Case Information** section. This information helps to identify the document being filed.
7. Complete the **Payment Information** section: type of credit card, credit card number, expiration date of credit card, authorized charge amount, cardholder name, and cardholder signature. Accepted credit cards are VISA, MasterCard, Discover, and American Express. A receipt with your final cost will be mailed to you. NOTE: You are authorizing a credit card charge for up to the amounts listed for the type of document(s) you are filing. If additional funds are required, you will be contacted before being charged.
8. Fax the form to the Macomb County Circuit Court at (586) 408-6027.
9. Please note, according to MCR 2.406, the faxed document is considered an original document. If you file pleadings by fax, **DO NOT** send documents through the mail, as it is unnecessary.
10. All copies will be stamped by the Clerk's Office and mailed back to you to be forwarded to the appropriate parties, excluding Judge's and Friend of the Court copies, as noted on the first page.

For copies of this form or other forms, call our **Fax-On-Demand** service:

In Michigan: (888) 99-CLERK (888-992-5375)

Out of Michigan: (310) 575-5035

This form is document # 5205. A complete listing of forms is document # 1.

Or download the form from: <http://www.macombcountymi.gov/CLERKSOFFICE/clerkForms.asp>

**If you have any questions regarding this form or its completion,
 please call (586) 469-5351.**